



Regulatory Licensing and Permitting System (RLPS) Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Access Retail Package Store Application
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Types of Retail
 - Complete a Retail Package Store application
 - Assumes user is logged into their RLPS account

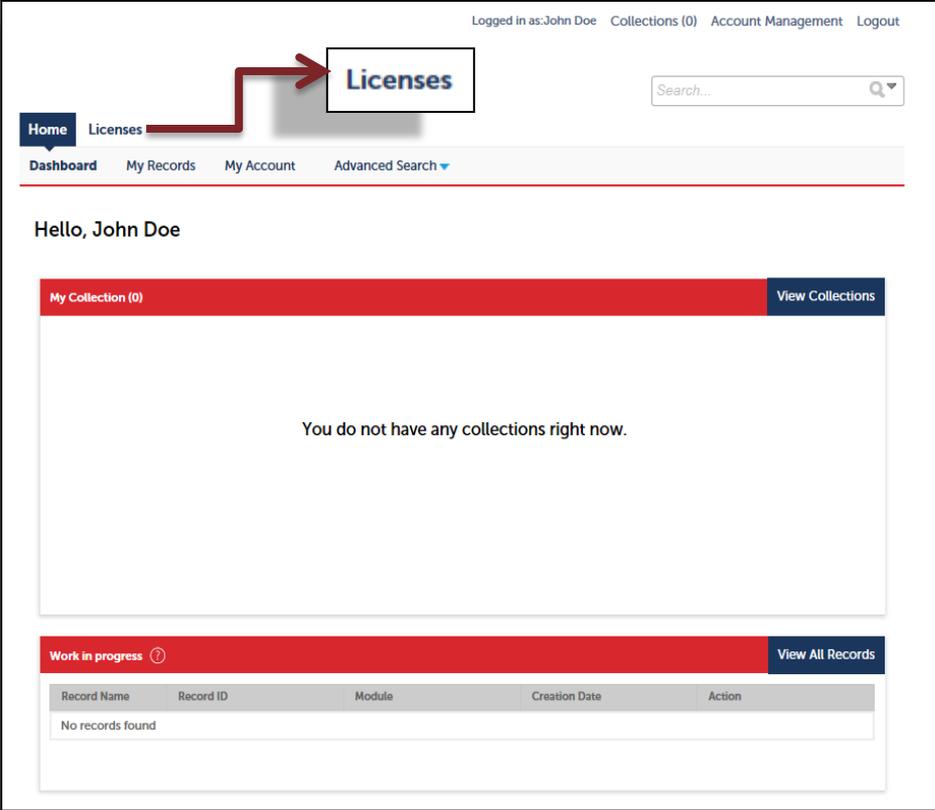


RLPS Citizen Portal: Types of Retail

- Delivery Service
- Direct shipper
- **Retail Package Store**
- Satellite Facility
- Wine in Grocery Stores
- Retail Special Legislation

RLPS Citizen Portal: Retail Package Store

- Click the “Licenses” tab



The screenshot displays the RLPS Citizen Portal interface. At the top right, it shows the user is logged in as John Doe, with links for Collections (0), Account Management, and Logout. A search bar is located in the top right corner. The main navigation bar includes tabs for Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the Licenses tab. Below the navigation bar, the user is greeted with "Hello, John Doe". There are two main sections: "My Collection (0)" with a "View Collections" button, and "Work in progress" with a "View All Records" button. The "Work in progress" section contains a table with columns for Record Name, Record ID, Module, Creation Date, and Action, and a message stating "No records found".

Logged in as: John Doe Collections (0) Account Management Logout

Search...

Home Licenses Dashboard My Records My Account Advanced Search

Hello, John Doe

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				



RLPS Citizen Portal: Retail Package Store

- Read the TN Privacy Statement

Logged in as: John Doe Collections (0) Reports (2) Account Management Logout

Search...

Home Licenses

Create an Application Search Existing

Online Application

Welcome to the TABC Regulatory Licensing Permit System.

We are pleased to offer our citizens, businesses, and visitors access to Tennessee State government services online, 24 hours a day, 7 days a week.

The Tennessee Alcoholic Beverage Commission is fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

State of Tennessee Web Site Privacy Statement

The privacy, confidence, and trust of individuals who visit the State of Tennessee web site are important to us. No personal information is collected at this site unless it is provided voluntarily by an individual while participating in an activity that asks for the information. The following paragraphs disclose the information gathering and usage practices for the web site

I have read and accepted the above terms

Continue Application »

Check the box to accept the terms and click the button



RLPS Citizen Portal: Retail Package Store

- Use the arrow to select “Retail Package Store Application”

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. At the top, there are navigation tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs, there are two main options: 'Create an Application' and 'Search Existing'. A red horizontal line separates this header from the main content area. The main content area is titled 'Select a Record Type' and includes a sub-instruction: 'Choose one of the following available record types. For assistance please visit our website by clicking here.' Below this instruction is a search input field with a dropdown arrow and a 'Search' button. A list of record types is displayed, with 'Retail' expanded to show several options. The 'Retail Package Store License Application' option is selected, indicated by a filled radio button. At the bottom of the form, there is a 'Continue Application »' button.

Home Licenses

Create an Application Search Existing

Select a Record Type

Choose one of the following available record types. For assistance please visit our website by clicking here.



- ▶ Education
- ▶ Informational
- ▶ Liquor By The Drink
- ▶ Permits
- ▼ Retail
 - Delivery Service License Application
 - Direct Shipper License Application
 - Retail Food Store License Application
 - Retail Package Store License Application
 - Retail Special Legislation Application
 - Satellite Facility License Application
- ▶ Supplier
- ▶ Wholesale
- ▶ Enforcement



RLPS Citizen Portal: Retail Package Store

- Click the “Add a Row” button to enter any existing license information that you currently have with TABC.

Home Licenses

Create an Application Search Existing

Retail Package Store License Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 1: License Information > License Information

Please enter any existing licenses you hold with the State of Tennessee Alcoholic Beverage Commission. If you do not currently hold any licenses, go to the next page. * indicates a required field.

Licenses

LICENSES

Showing 0-0 of 0

License Type	License Number
No records found.	

< >

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application >

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Complete the form

Home Licenses

Create an Application Search Existing

Retail Package Store License Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 1: License Information > Renewal Check

* indicates a required field.

RENEWAL CHECK

RENEWAL CHECK

* Are you applying for a new license or renewal of an existing license?:

--Select--
New License
Renew Existing License

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Complete the form

Home Licenses

Create an Application Search Existing

Retail Package Store License Application

1 License Information 2 Contacts and Addresses 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Business Address

* indicates a required field.

Business Address

This Business address is the Physical address (which is validated via United States Postal Service).

* Building Number: Direction: Prefix: * Street Name: Street Type:

Start Here --Select-- --Select-- --Select--

Unit Type: Unit No.:

--Select--

* Country: * City: * State: * Zip:

United States TN

* County: Y Coordinator: X Coordinator:

--Select-- No Input Required No Input Required

Clear

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Complete the form

Home **Licenses**

Create an Application Search Existing

Retail Package Store License Application

1 License Information 2 **Contacts and Addresses** 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Business Verification

Please complete the following form to verify Business Entity status with the Tennessee Secretary of State.

Special Note: (Please read)
Entering a Secretary of State Control Number below will automatically create a **Business Information** contact type on the next page of this application. Please read instructions regarding Business Contact types on that page carefully. NOTE: The automatically created **Business Information** contact type will be incomplete as indicated by an ERROR message. Edit and complete the Business Information contact entry to remove the ERROR message.

* indicates a required field.

Secretary of State Information

SECRETARY OF STATE INFORMATION

* Legal Business Structure:
Sole Proprietorship

* Do you have a Tennessee Secretary of State Control Number?:
 Yes No

Secretary of State Control Number:

Primary Phone No.:

Legal Business Name:

Additional Secretary of State Info:

spell check
* Is the above information accurate?:
 Yes No

< >

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Complete the form
- Enter all required contact information

Home **Licenses**

Create an Application Search Existing

Retail Package Store License Application

1 License Information 2 **Contacts and Addresses** 3 Additional Information 4 Documents 5 Review 6 7

Step 2: Contacts and Addresses > Contacts * indicates a required field.

Contact List

There will be multiple Business Contact entries per application in most cases. The Type of contact will be selected for each. You will enter these using "Select from Account" or the "Add New" buttons below.

"Select from Account" will allow you to use contact information already associated with this account.

FIRST: Add one contact entry using the Business Information Type. Every application needs one. This is the contact and specific location used for the business itself that will be the licensee;

Note: If you previously listed a Secretary of State control number for your business, a Business Information entry will automatically be created; HOWEVER, you will need to edit and complete the entry with additional information, a displayed ERROR message will direct you to do so;

SECOND: Add a contact entry FOR EACH BUSINESS OWNER using a Business Owner Type. Every application needs at least one. Each entry will indicate the percentage of ownership. Use "Business Owner – Individual" for named individuals (people) and "Business Owner – Organization" for organizations (LLC, Partnerships, Corporations, etc). The total entries for Business Owners must equal 100% to be approved during processing.

Note: To facilitate application processing, please provide additional "Business Owner-Individual" entries for any named individuals making up the "Business Owner – Organization" entries;

THIRD: Add an optional contact entry for a Business Representative (attorney, accountant, etc.) if needed.

Required Contact Type Minimum
Business Information 1

Select from Account Add New

Showing 0-0 of 0

Action	Full Name	Legal Business Name	Contact Type
No records found.			

Save and resume later Continue Application »

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Complete the form
- Enter a Master Company RLPS ID (if applicable i.e WIGS)

The screenshot displays the 'Retail Package Store License Application' form in the RLPS Citizen Portal. The navigation bar includes 'Home' and 'Licenses' tabs, with 'Licenses' selected. Below the navigation bar are links for 'Create an Application' and 'Search Existing'. The form progress indicator shows seven steps: 1. License Information, 2. Contacts and Addresses, 3. Additional Information (highlighted in yellow), 4. Documents, 5. Review, 6, and 7. The current step is 'Step 3: Additional Information > Additional Information'. A note indicates that an asterisk (*) denotes a required field.

Application Information

PACKAGE STORE INFO

* Number of Retail Package Stores Owned: [?](#)

* Deed/Lease Expiration Date:

* Does the business employ some person not otherwise connected with your store, to keep your books?:
 Yes No

* Does the business intend to offer complementary samples of the products sold for tastings, to be held on the premises of the retail store during the upcoming year?:
 Yes No

* Does the business intend to make delivery of product using business's employees?:
 Yes No

* Does the business have a contract with any licensed delivery service to deliver alcohol using delivery service employees?:
 Yes No

MASTER COMPANY INFORMATION

Master Company RLPS ID:



RLPS Citizen Portal: Retail Package Store

- Complete the form
- Add the store certified designated manager's information
- Add the store clerk's information

Application Information

DESIGNATED MANAGER LIST
To add new Designated Managers to the list, select the 'Add Addtl Managers' button To Remove Designated Managers from the list, select the Manager to be removed and change the status from 'Active' to 'Inactive'

Showing 0-0 of 0

Designated Manager RLPS ID	First Name	Middle Name	Last Name	Date Hired	Last Training Date	Change Status
No records found.						

< >

Add Addtl Managers | **Edit Selected**

CERTIFIED CLERK LIST
To add new Clerks to the list, select the 'Add Addtl Clerks' button To Remove Clerks from the list, select the Clerk to be removed and change the status from 'Active' to 'Inactive'

Showing 0-0 of 0

First Name	Middle Name	Last Name	Change Status
No records found.			

< >

Add Addtl Clerks | **Edit Selected**

Save and resume later **Continue Application »**

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Click the “Add” button to attach all required documents

Attachment

Upload all required documents and properly select a description of what each document is.

The maximum file size allowed is 25 MB.

Required Documents: Retail Liquor License Notice with sworn affidavit from newspaper as to publication, Retail Personal Financial Statement (each owner), Credit Check (each owner), Deed/Lease to Applicant Entity, Past Tax Returns (two years), Bank Statements (past 3 months), Alcohol Dealer Registration Form 5630.5d, Certificate of Registration Sales and Use Tax, Certificate of Occupancy (issued by local jurisdiction), City/County Business License, Certificate of Compliance (each owner), Government-Issued Photo Identification, Additional Application Questions Form.

Action	Name	Type	Size	Latest Update
No records found.				

[Select from Account](#) [Add](#)

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Review your application information
- Edit your entry as needed
- Check that the correct required documents are uploaded
- Acknowledge your entry

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)

Click to save and exit application

Click to continue



RLPS Citizen Portal: Retail Package Store

- Click the "Continue Application" button to pay the application fee

Home Licenses

Create an Application Search Existing

Retail Package Store License Application

1 2 3 Additional Information 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
Application Fee - Retail Package Store	1	\$300.00

TOTAL FEES
Note: \$300.00

Click to continue → Continue Application »



RLPS Citizen Portal: Retail Package Store

- Application completed

The screenshot displays the 'Licenses' section of the RLPS Citizen Portal. At the top, there are navigation links for 'Home' and 'Licenses'. Below this, there are two main options: 'Create an Application' and 'Search Existing'. The main heading is 'Retail Package Store License Application'. A progress bar shows seven steps: 1, 2, 3 (Additional Information), 4 (Documents), 5 (Review), 6 (Pay Fees), and 7 (Record Issuance). Step 7 is highlighted in blue, indicating completion. Below the progress bar, the heading 'Step 7: Record Issuance' is followed by a green confirmation message: 'Your record has been successfully submitted. Please print your record and retain a copy.' Below this, a message reads: 'Thank you for using RLPS Citizen Access. Your Record Number is 17A-NRTL-RPS-000004.' A red arrow points from a box labeled 'New Record ID' to the record number. Below this, another message states: 'You will need this number to check the status of your record.' A red arrow points from a box labeled 'Print payment receipt' to a 'Print/View Receipt' button. At the bottom, a message says: 'You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.' A 'View Record Details »' button is located at the bottom left.





Thank You